

# ADMINISTRATION AND REGULATORY AFFAIRS

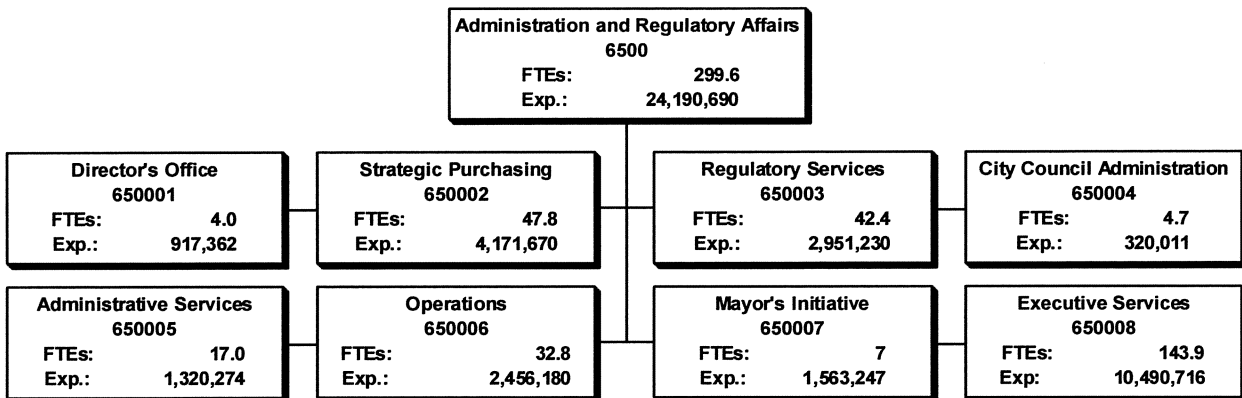
## Department Description and Mission

The Administration and Regulatory Affairs Department serves the citizens of the community and provides support to the City departments through sound management of the City's financial activities. It implements and monitors policies and procedures concerning the administrative, insurance management, procurement and regulatory affairs of the City.

The department's objectives are to:

- Demonstrate integrity, accountability, consistency, and professionalism.
- Provide excellent customer service.
- Emphasize strategic financial planning and performance reporting.
- Maximize the effective and efficient use of public funds.
- Follow directives and policies of City Council and City management.
- Build a cohesive team based on trust, respect, and mutual support.

## Department Organization



Note: Certain functions are contained within the Administration and Regulatory Affairs budget although they report elsewhere within the organization.

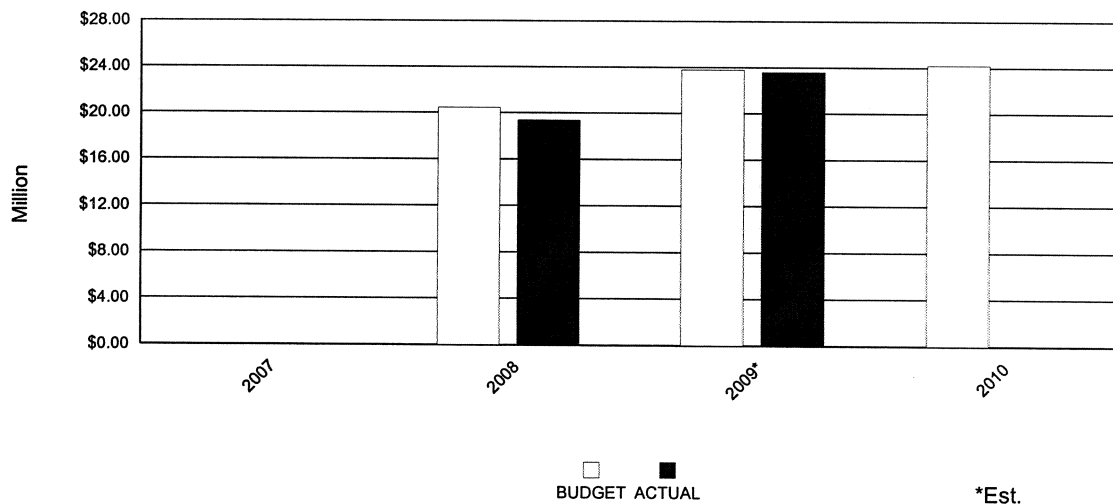
**FISCAL YEAR 2010 BUDGET**

**Business Area Budget Summary**

**Fund Name** : General Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus. Area No.** : 1000 / 6500

		<b>FY2008 Actual</b>	<b>FY2009 Current Budget</b>	<b>FY2009 Estimate</b>	<b>FY2010 Budget</b>
Expenditures	Personnel Services	16,732,244	19,934,239	19,595,305	20,836,339
	Supplies	393,694	378,356	378,054	341,671
	Other Services and Charges	2,489,171	3,431,621	3,575,974	2,978,629
	Equipment	0	0	0	0
	Non-Capital Equipment	49,562	16,892	21,081	10,000
	Total M & O Expenditures	19,664,671	23,761,108	23,570,414	24,166,639
	Debt Service & Other Uses	(301,277)	30,105	30,105	24,051
	Total Expenditures	19,363,394	23,791,213	23,600,519	24,190,690
Revenues		195,233,545	192,602,689	193,842,475	189,559,253
Staffing	Full-Time Equivalents - Civilian	262.3	304.9	300.3	299.6
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	262.3	304.9	300.3	299.6
	Full-Time Equivalents-Overtime	1.8	1.8	1.8	2.2
Budget Highlights	<p>o The Administration and Regulatory Affairs Department will strive to maintain quality service levels and best practices.</p> <p>o FY2010 Budget includes continuous progression toward fulfilling the Mayor's One Stop Permitting Initiative for the City of Houston, funding for the 3% salary increase, and the 1.25% Pay for Performance per the HOPE union agreement.</p> <p>o The following reductions are included in the FY2010 Budget: Mayor's E-Catalogue (\$240,000), Strategic Purchases Build Out (\$40,000), Termination Pay (\$55,500), Various Expenditure line items (\$250,185).</p>				

**Administration and Regulatory Affairs  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2010 BUDGET**

<b>Business Area Group Summary</b>	
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : Administration and Regulatory Affairs <b>Fund No./Bus. Area No.</b> : 1000 / 6500	
<b>Group Description</b>	<b>Group Objectives</b>
<p><b>650001 Directors Office</b></p> <p>Executive head of Administration and Regulatory Affairs Department with authority over all policies, procedures, and employees.</p>	<p>Improve administrative and regulatory functions citywide by exercising sound management through improved training, balanced scorecard, and other management tools, resulting in a fair and sound budgeting practice and a new strategy of maximizing revenue.</p>
<p><b>650002 Strategic Purchasing</b></p> <p>Develop, implement and manage citywide policies and procedures for purchasing goods and services. Ensure that the City's cost is maximized through the use of market research, maximization of competition and utilization of Strategic Purchasing websites.</p>	<p>Seek to assure the purchasing needs are fulfilled through minimizing purchasing cycle time, consolidating requirements in fewer contracts and achieving purchasing savings that meet or exceed twice the annual budget and offering cost effective purchasing alternatives.</p>
<p><b>650003 Regulatory Services</b></p> <p>Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire &amp; certain permits for alcohol-related businesses. Manage franchises for the use of City rights-of-way.</p>	<p>Process permitting and licensing requests, conduct enforcement activities for vehicles for hire and certain commercial &amp; alcohol permits to ensure public safety. Ensure value is obtained for use of public right-of-way by public entities.</p>
<p><b>650004 City Council Administration</b></p> <p>Manage all administrative functions of City Council including payroll, accounts payable, human resources, vendor payments and travel expenses. Create and maintain detailed budget reports.</p>	<p>We strive to utilize the most efficient office procedures in our effort to provide excellent service to City Council Members and their staff. We continually work on developing smarter work processes.</p>
<p><b>650005 Administrative Services</b></p> <p>Provide administrative and accounting supports for financial accounting, budgeting, human resources, asset management, accounts payable, payroll, policies and procedures for Administrative and Regulatory Affairs and various City departments.</p>	<p>Provide proactive, responsive, reliable and timely services for the administrative functions to our client departments with the utmost level of accountability, integrity, due diligence and in compliance with all City ordinances, policies and procedures.</p>
<p><b>650006 Operations</b></p> <p>Organize and manage the citywide records program. Deliver accurate, reliable and timely payroll and financial services. Organize, develop and supervise revenue-generating contracts and operations. Provide mail room services to 611 Walker, City Hall / City Hall Annex.</p>	<p>Earn the trust and respect of our clients by providing innovative, effective, and efficient service. Be known for our expertise, helpfulness, and creativity. Be tenacious problem solvers focused on customer satisfaction.</p>

**FISCAL YEAR 2010 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Administration and Regulatory Affairs</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
<b>Group Performance Measures</b>	<b>FY2008 Actual</b>			<b>FY2009 Estimate</b>			<b>FY2010 Budget</b>		
	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>
Revenues Realized		103.05%			100.01%			100%	
360°/Benchmarking		5			8			12	
Mgmt & Performance Evaluations		3			10			14	
Customer Service Survey		N/A			N/A			16	
		3.0	1,292,644		3.8	902,093		4.0	917,362
Purchasing Savings (\$)		25M			30M			30M	
Avg Days to Award Contract		125			120			120	
		47.0	4,156,153		49.0	4,323,846		47.8	4,171,670
Commercial Permits Issued		45,000			38,000			38,000	
Vehicle Inspections Perfm'd		5,935			6,200			6,200	
Utility Cust Req Handled		565			983			600	
Total Revenue managed (\$)		190,726,782			192,965,042			190,334,462	
		38.2	1,829,107		43.2	2,884,979		42.4	2,951,230
Requisitions Processed		115			100			120	
New Hire/Sal. Adjustment Submitted		99%			100%			100%	
		4.0	249,595		4.0	296,675		4.7	320,011
HR Selection to Start Days		N/A			12			11	
Acct. Trans. Processed		7,052			6,100			8,750	
Policy & Procedure Developed/Updated		4			10			11	
Trainings Processed		300			325			300	
		15.6	966,208		18.0	1,367,117		17.0	1,320,274
Records Schedules Maint		270			300			300	
Pieces of Mail Handled		1,600,000			1,800,000			1,800,000	
Increase Asset Disposal Revenue		N/A			N/A			20%	
Increase Printing Revenue		N/A			10%			15%	
		24.5	2,184,331		33.2	2,566,031		32.8	2,456,180

**FISCAL YEAR 2010 BUDGET**

<b>Business Area Group Summary</b>	
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : Administration and Regulatory Affairs <b>Fund No./Bus. Area No.</b> : 1000 / 6500	
<b>Group Description</b>	<b>Group Objectives</b>
<p><b>650007 Mayor's Initiatives</b></p> <p>Respond to initiatives that the Mayor tasks to ARA. Develop a business plan &amp; strategy that addresses the needs. Administration of the Burglar Alarm section for the COH. One Stop Permitting Initiative, the development of an online permitting &amp; payment portal.</p>	<p>Develop innovative and best practices solutions to enhance and refine municipal government products and services for both internal and external customers.</p>
<p><b>650008 Executive Services</b></p> <p>Oversee departmental performance, responsible for regional public policy initiatives, City's emergency management &amp; City's non-emergency response center. Manage citywide special events. Administer services to address gang activities.</p>	<p>Coordinate citywide initiatives. Improve departmental performance. Ensure City's preparedness and recovery from disaster. Answer citizens' calls 7 days a week. Produce special events for citizens. Provide comprehensive strategies to deter gang activity and delinquency.</p>

**FISCAL YEAR 2010 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Administration and Regulatory Affairs</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
<b>Group Performance Measures</b>	<b>FY2008 Actual</b>			<b>FY2009 Estimate</b>			<b>FY2010 Budget</b>		
	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>
Burglar Alarm Permits		N/A			91,000			100,000	
Alarm Permit Revenue (\$)		N/A			6,300,000			6,930,000	
		0.0	0		7.0	1,509,213		7.0	1,563,247
Wkly Reports to the Mayor		52			52			52	
Emergency Mgmt Activations		5			8			8	
311 Calls Handled/Month		200,000			210,000			210,000	
City Special Events		770			847			847	
Trainings for Anti Gang		N/A			225			300	
		130.0	8,682,319		142.1	9,750,565		143.9	10,490,716
<b>Total</b>		<u>262.3</u>	<u>19,363,394</u>		<u>300.3</u>	<u>23,600,519</u>		<u>299.6</u>	<u>24,190,690</u>

**FISCAL YEAR 2010 BUDGET**

**Fund Name** : General Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus Area No.** : 1000 / 6500

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
3-1-1 TELECOMMUNICATOR	13	55.0	52.0	(3.0)
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	5.0	7.0	2.0
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	2.0	1.0	(1.0)
ACCOUNTANT SUPERVISOR	24	1.0	0.0	(1.0)
ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR	37	1.0	1.0	
ADMINISTRATION MANAGER	26	8.0	7.0	(1.0)
ADMINISTRATION MANAGER (EXE LEV)	26	3.0	4.0	1.0
ADMINISTRATIVE AIDE	10	0.7	3.7	3.0
ADMINISTRATIVE ASSISTANT	17	12.0	10.0	(2.0)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	3.0	3.0	
ADMINISTRATIVE ASSOCIATE	13	5.0	3.0	(2.0)
ADMINISTRATIVE COORDINATOR	24	6.0	7.0	1.0
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	20.0	19.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	0.0	2.0	2.0
ADMINISTRATIVE SUPERVISOR	22	3.0	4.0	1.0
ASSISTANT BUYER	12	1.0	1.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	4.0	6.0	2.0
ASSISTANT PURCHASING AGENT (EXE LEV)	30	1.0	1.0	
CHIEF ADMINISTRATIVE OFFICER	39	1.0	1.0	
CLERK	5	0.0	1.0	1.0
COLLECTIONS SUPERVISOR	18	1.0	1.0	
CONTRACT ADMINISTRATOR	22	1.0	1.0	
COUNSELOR	20	0.0	6.0	6.0
CUSTOMER SERVICE CLERK	10	2.4	0.3	(2.1)
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	6.0	7.0	1.0
CUSTOMER SERVICE REPRESENTATIVE II	15	1.0	2.0	1.0
CUSTOMER SERVICE REPRESENTATIVE III	16	3.0	3.0	
CUSTOMER SERVICE SUPERVISOR	18	1.0	0.0	(1.0)
DATA ENTRY OPERATOR	8	6.0	1.0	(5.0)
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	5.0	4.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	1.0	3.0	2.0
DEPUTY DIRECTOR FINANCE (EXE LEV)	36	3.0	3.0	
DIVISION MANAGER	29	8.0	7.0	(1.0)
DIVISION MANAGER (EXE LEV)	29	0.0	1.0	1.0
EQUIPMENT OPERATOR II	10	1.0	1.0	
EVENT COORDINATOR	19	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
FINANCIAL ANALYST III	21	0.0	1.0	1.0
FINANCIAL ANALYST IV	25	2.0	1.0	(1.0)
FIXED ASSET SPECIALIST	13	1.0	1.0	
HEARING OFFICER	27	1.0	1.0	
HUMAN RESOURCES MANAGER	27	0.0	1.0	1.0
HUMAN RESOURCES SPECIALIST	17	1.0	1.0	
HUMAN RESOURCES SUPERVISOR	24	1.0	0.0	(1.0)
INVENTORY MANAGEMENT CLERK	9	1.0	1.0	
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	1.0	
IRM MANAGER	29	1.0	1.0	
MANAGEMENT ANALYST III	21	3.0	1.0	(2.0)
MANAGEMENT ANALYST IV	25	8.0	6.0	(2.0)

**FISCAL YEAR 2010 BUDGET**

**Fund Name** : General Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus Area No.** : 1000 / 6500

<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2009 Current Budget FTE</b>	<b>FY2010 Budget FTE</b>	<b>Change</b>
MARKETING SPECIALIST	25	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	3.0	
PROCUREMENT SPECIALIST	24	8.0	8.0	
PROGRAMMER ANALYST IV	25	1.0	1.0	
PURCHASING AGENT (EXE LEV)	32	1.0	0.0	(1.0)
PURCHASING MANAGER	27	3.0	3.0	
RECORDS ADMINISTRATOR	23	2.0	1.0	(1.0)
RECORDS MANAGER	25	0.0	1.0	1.0
REGULATORY INVESTIGATOR	11	3.0	4.0	1.0
REGULATORY SUPERVISOR	20	2.0	2.0	
SENIOR 3-1-1 TELECOMMUNICATOR	15	22.0	21.0	(1.0)
SENIOR BUYER	22	4.0	4.0	
SENIOR CASHIER	10	2.4	1.2	(1.2)
SENIOR CLERK	8	3.0	2.0	(1.0)
SENIOR COUNSELOR	22	0.0	1.0	1.0
SENIOR CUSTOMER SERVICE CASHIER	13	0.0	1.0	1.0
SENIOR FIXED ASSET SPECIALIST	17	0.0	1.0	1.0
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR IMAGING TECHNICIAN	13	1.0	0.0	(1.0)
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0	
SENIOR REGULATORY INVESTIGATOR	14	10.0	8.0	(2.0)
SENIOR STAFF ANALYST	28	4.0	6.0	2.0
SENIOR STAFF ANALYST (EXE LEV)	28	4.0	4.0	
SENIOR SUPERINTENDENT	27	1.0	1.0	
STAFF ANALYST	26	5.0	8.0	3.0
STAFF ANALYST (EXE LEV)	26	4.0	1.0	(3.0)
STAGE SUPERVISOR	15	1.0	1.0	
STUDENT INTERN II	10	0.7	1.2	0.5
SYSTEMS ACCOUNTANT IV	29	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	3.0	
TRAINING ADMINISTRATOR	24	1.0	1.0	
<b>Total FTEs</b>		<b>306.2</b>	<b>304.4</b>	<b>(1.8)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>1.3</b>	<b>4.8</b>	<b>3.5</b>
<b>Full-Time Equivalents</b>		<b>304.9</b>	<b>299.6</b>	<b>(5.3)</b>



**FISCAL YEAR 2010 BUDGET**

**Business Area Revenue Summary**

Fund Name : General Fund  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus Area No. : 1000 / 6500

Commit Item	Description	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
<b>6500020001</b>	<b>ARA - SPD</b>			
452030	Miscellaneous Revenue	500,000	500,000	500,000
<b>6500030001</b>	<b>ARA - Transportation</b>			
421220	School Bus Licenses & Permits	10,500	16,610	11,900
421230	Taxicab Licenses & Permits	960,400	960,400	909,600
421570	Limousine Permits	590,000	590,000	590,000
421580	Charter Bus Permits	152,200	152,200	153,200
424110	Other Interfund Services	0	2,405	0
426240	Limousine Inspection Fees	48,000	48,000	36,875
426330	Miscellaneous Copies Fees	0	20	0
428080	Returned Check Charges	300	600	288
<b>Total</b>	<b>ARA - Transportation</b>	<b>1,761,400</b>	<b>1,770,235</b>	<b>1,701,863</b>
<b>6500030002</b>	<b>ARA - Franchise Administration</b>			
416010	Electricity Franchise Tax	97,879,664	97,879,664	95,584,506
417010	Telephone Franchise Tax	48,700,000	48,550,000	47,150,000
418010	Natural Gas Franchise Tax	21,276,375	21,276,375	21,727,470
419010	Cable TV Franchise Tax	14,160,000	13,715,000	14,400,000
419040	Solid Waste Hauler Franchise Fee	5,520,000	5,900,000	5,685,600
419050	Spur Track Franchise Fee	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	324,674	324,674	309,350
419090	Telecomm Franchise Fees - Prior Year	0	150,000	0
419120	Solid Waste Franchise Fees-Prior Year	0	50,000	0
421590	Right-of-way Permits	272,900	283,000	272,500
<b>Total</b>	<b>ARA - Franchise Administration</b>	<b>188,154,039</b>	<b>188,149,139</b>	<b>185,149,852</b>
<b>6500030003</b>	<b>ARA - Commercial Permitting</b>			
421100	Occupation Licenses	140,000	140,000	130,000
421130	Decals for Coin-Op. Amusement Machines	405,000	1,200,000	400,000
421140	Dance Licenses	80,000	70,000	80,000
421150	Liquor Licenses	1,000,000	900,000	1,010,000
421280	Other Licenses & Permits	30,000	35,000	30,000
423010	Other Grant Awards	50,000	50,000	0
428080	Returned Check Charges	0	0	288
452020	Recoveries & Refunds	0	238,516	0
<b>Total</b>	<b>ARA - Commercial Permitting</b>	<b>1,705,000</b>	<b>2,633,516</b>	<b>1,650,288</b>
<b>6500070001</b>	<b>ARA - Central Payroll</b>			
426290	Other Service Charges	102,250	102,250	102,250
<b>6500070007</b>	<b>ARA - Asset Disposition/PDMO</b>			
434205	Sale of Scrap Metal	5,000	40,000	5,000
434225	Sale of Non-Capital Equip. & Merchandise	375,000	535,000	450,000
<b>Total</b>	<b>ARA - Asset Disposition/PDMO</b>	<b>380,000</b>	<b>575,000</b>	<b>455,000</b>
<b>6500080002</b>	<b>ARA - Emergency Management</b>			
490110	Transfer from Grant	0	100,879	0
<b>6500080005</b>	<b>ARA - Special Events</b>			
421410	Permit Preparation Fees	0	11,456	0
<b>Total</b>	<b>Administration and Regulatory Affairs</b>	<b>192,602,689</b>	<b>193,842,475</b>	<b>189,559,253</b>

**FISCAL YEAR 2010 BUDGET**

**Business Area Expenditure Summary**

**Fund Name** : General Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus. Area No.** : 1000 / 6500

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	11,939,803	14,307,489	14,066,455	14,948,327
500030	Salary Part Time - Civilian	102,460	100,461	108,970	81,848
500060	Overtime - Civilian	93,394	65,666	115,805	121,066
500090	Premium Pay - Civilian	10,369	66,000	15,673	20,150
500110	Bilingual Pay - Civilian	46,801	54,397	52,420	54,419
500180	Temporary Employees	41,321	12,000	12,000	12,000
500210	Pay for Performance-Municipal	25,082	33,000	46,500	33,000
500250	HOPE UNION BUSINESS USAGE	0	0	1,200	1,200
501050	Employee Awards	1,975	2,500	2,500	5,000
501070	Pension - Civilian	1,868,899	2,138,504	2,088,868	2,197,402
501120	Termination Pay - Civilian	171,028	184,327	239,268	78,827
501160	Vehicle Allowance - Civilian	14,362	19,029	13,763	16,903
502010	FICA - Civilian	901,973	1,109,807	1,074,085	1,152,232
503010	Health Ins-Act Civilian	1,389,450	1,723,629	1,635,467	1,802,177
503015	Basic Life Insurance - Active Civilian	14,806	19,574	10,345	8,626
503060	Long Term Disability-Civilian	35,591	25,733	24,783	25,179
503090	Workers Compensation-Civilian-Admin	57,291	57,023	59,142	63,018
503100	Workers Compensation-Civilian-Claim	5,945	4,500	10,925	9,674
504020	Compensation Contingency	0	0	0	194,923
504030	Unemployment Claims	11,694	10,600	17,136	10,368
<b>Total</b>	<b>Personnel Services</b>	<b>16,732,244</b>	<b>19,934,239</b>	<b>19,595,305</b>	<b>20,836,339</b>
511015	Cleaning & Sanitary Supplies	0	300	300	300
511020	Construction Materials	3,103	3,000	3,000	3,000
511025	Electrical Hardware & Parts	0	2,020	2,020	2,020
511030	Mechanical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	5,107	22,650	22,650	19,850
511045	Computer Supplies	67,015	26,493	26,493	26,207
511050	Paper & Printing Supplies	4,264	11,845	12,612	15,211
511055	Publications & Printed Materials	6,116	4,200	4,200	3,354
511060	Postage	32,791	31,070	30,303	35,359
511070	Miscellaneous Office Supplies	109,392	118,788	118,136	99,839
511090	Medical & Surgical Supplies	0	12,740	12,740	8,740
511095	Small Technical & Scientific Equipment	0	8,700	8,700	8,700
511110	Fuel	27,479	28,920	29,270	28,920
511115	Vehicle Repair & Maintenance Supplies	177	6,000	6,000	5,900
511120	Clothing	13,820	17,400	17,400	10,757
511125	Food Supplies	12,288	4,400	4,400	5,000
511145	Small Tools & Minor Equipment	5,982	20,000	20,000	16,390
511150	Miscellaneous Parts & Supplies	106,160	57,830	57,830	50,124
<b>Total</b>	<b>Supplies</b>	<b>393,694</b>	<b>378,356</b>	<b>378,054</b>	<b>341,671</b>
520100	Temporary Personnel Services	240,230	79,267	176,552	73,180
520101	Janitorial Services	6,943	4,200	4,200	4,200
520102	Security Services	10,141	10,260	10,260	10,260
520103	Subrecipient Contract Services	0	650	650	18,513
520105	Accounting & Auditing Services	0	1,121,772	1,121,772	1,099,249
520106	Architectural Services	15,186	0	0	0
520107	Computer Info/Contr	19,950	0	0	0
520108	Information Resource Services	20,000	0	1,254	0
520109	Medical Dental & Laboratory Services	50	300	300	300
520110	Management Consulting Services	488,147	385,500	407,500	140,500
520113	Photographic Services	105	1,100	1,100	1,100
520114	Miscellaneous Support Services	208,213	102,167	129,916	116,601
520115	Real Estate Lease/Office Rental	60,161	97,457	97,457	55,067
520118	Refuse Disposal	11,769	18,750	18,750	18,750
520119	Computer Equipment/Software Maintenance	14,351	109,784	109,784	108,501
520120	Communications Equipment Services	0	10,000	10,000	10,000

**FISCAL YEAR 2010 BUDGET**

**Business Area Expenditure Summary**

**Fund Name** : General Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus. Area No.** : 1000 / 6500

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
520121	IT Application Svcs	25,702	82,229	82,229	82,024
520122	Office Equipment Services	299	2,050	2,050	1,050
520123	Vehicle & Motor Equipment Services	29,344	39,559	39,559	34,287
520126	Construction Site Work Services	84,696	0	0	0
520145	Criminal Intelligence Services	0	978	978	1,580
520510	Mail/Delivery Services	1,455	4,288	4,288	4,570
520515	Print Shop Services	26,308	26,068	27,730	25,353
520520	Printing & Reproduction Services	54,766	43,320	43,320	34,605
520605	Advertising Services	37,226	49,200	49,200	49,200
520705	Insurance Fees	6,539	7,465	8,537	11,123
520725	Assessments - Other Governments	48	500	500	0
520765	Membership & Professional Fees	6,603	11,671	11,023	16,456
520805	Education & Training	36,670	31,013	31,013	27,824
520905	Travel - Training Related	17,138	109,554	86,554	38,645
520910	Travel - Non-Training Related	29,033	59,772	57,772	58,159
521405	Building Maintenance Services	93,551	40,000	40,310	6,000
521410	Sewer Services	488	450	1,000	450
521415	Land and Grounds Maintenance	4,475	4,200	4,200	4,200
521505	Electricity	19,147	28,187	28,187	23,662
521510	Natural Gas	1,063	1,829	1,829	1,018
521605	Data Services	73,266	134,937	134,937	135,853
521610	Voice Services	415,645	328,154	328,154	334,741
521615	Radio Communications	0	3,000	3,000	3,000
521620	Voice Equipment	15,213	51,005	51,005	53,555
521625	Voice Labor	38,502	5,768	12,011	5,768
521705	Vehicle/Equipment Rental/Lease	14,608	11,750	11,750	11,750
521715	Office Equipment Rental	78,095	86,305	86,305	88,671
521725	Other Rental	21,207	41,270	41,270	39,910
521730	Parking Space Rental	106,010	132,257	134,257	141,269
521905	Legal Services	(115)	0	0	0
522305	Freight Charges	0	1,000	1,000	0
522410	Cashier Shortages	0	200	200	100
522430	Miscellaneous Other Services & Charges	153,143	141,335	141,335	75,100
522735	Interfund Communication Equipment Repair	3,800	11,100	11,100	11,000
522795	Other Interfund Services	0	0	9,876	1,485
<b>Total</b>	<b>Other Services and Charges</b>	<b>2,489,171</b>	<b>3,431,621</b>	<b>3,575,974</b>	<b>2,978,629</b>
551010	Non-Capital Office Furniture & Equipment	23,662	8,600	8,600	10,000
551015	Non-Capital Computer Equipment	25,900	8,292	12,481	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>49,562</b>	<b>16,892</b>	<b>21,081</b>	<b>10,000</b>
531040	Other Principal Retirement	867	0	0	0
532015	Transfers to Convention & Entertainment	(335,548)	0	0	0
532120	Transfer to Fleet/Eq	33,404	30,105	30,105	24,051
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>(301,277)</b>	<b>30,105</b>	<b>30,105</b>	<b>24,051</b>
<b>Grand Total Expenditures</b>		<b>19,363,394</b>	<b>23,791,213</b>	<b>23,600,519</b>	<b>24,190,690</b>